

## New Hampshire Estuaries Project

# REQUEST FOR PROPOSALS

The New Hampshire Estuaries Project requests proposals for projects that will result in enhancement or restoration of shellfish resources in New Hampshire's estuaries.

### INTRODUCTION

The New Hampshire Office of State Planning and Energy Programs, New Hampshire Estuaries Project is requesting proposals from qualified individuals or organizations to enhance or restore shellfish resources in New Hampshire's estuaries.

Through the New Hampshire Estuaries Project (NHEP), funding is available for activities related to the enhancement or restoration of shellfish resources. The NHEP has reserved \$225,000 in funding for this project. The NHEP may grant the entire amount to one project or split the funds between several projects. Therefore, applicants may apply for the whole amount or less than the whole amount. However, the NHEP does anticipate funding activities to address enhancement and/or restoration of both oyster and soft-shell clam resources through this request for proposals. A 1:1 match of non-federal cash or in-kind services is required for projects funded by the NHEP (i.e., for each dollar contributed to a project by the NHEP, a dollar must be provided by the applicant in the form of cash or in-kind services related to the project).

Funding for this project is provided through the U.S. Environmental Protection Agency. Therefore, all federal requirements of the Clean Water Act, as amended, and all State requirements must be adhered to and will be part of a contract for services.

A contract will be executed between the parties selected and the NHEP for submission to Governor and Council for approval. The term of the contract will be from the date of approval by Governor and Council to the established project completion date, which can be no later than December 31, 2005.

All proposals must be received by Phil Trowbridge, NHEP Coastal Scientist, NH Department of Environmental Services, Watershed Management Bureau, 6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095, no later than 4:00 PM on October 15, 2003. Both the hardcopy and electronic versions of the proposal must be received by the deadline.

### GENERAL INFORMATION

General: The NHEP will enter into a contract with a qualified organization to engage in activities associated with enhancement or restoration of shellfish resources in New Hampshire's estuaries.

Geographic Scope: Eligible projects are those that address oyster (*Crassostrea virginica*) and soft-shell clam (*Mya arenaria*) populations in New Hampshire's estuaries.

Research Topics: The NHEP Shellfish Team has developed a list of research topics for this Request for Proposals (RFP). Proposals should address at least one of the following questions. Proposals that address multiple questions will be preferred.

- How should reefs be structurally enhanced (if at all) to enhance oyster populations and improve spatsets? (Consider optimal vertical relief, rate of sedimentation, best materials to form core of structure, best materials for veneer of structure, one big reef or combination of smaller reefs.)
- What is the best way to enhance oyster broodstocks at reefs? (Consider seeding with disease-resistant spat, seeding with remote set wild spat. Note that NHF&G will not support inter- or intra-basin transplants of adult oysters.)
- Can the results of the 2001-2002 NHEP juvenile clam study (<http://www.state.nh.us/nhep/Publications/BealClamStudy12-27-02.pdf>) be confirmed and further elucidated using the modified study design proposed in items 1, 2, and 4 on pages 35-36 of the report?
- What are the effects of recreational harvesting on wild and/or cultured clam populations?
- Are there low-cost, low-maintenance technologies that can reduce or exclude green crabs from clam flats, stabilize clam flats from erosion, or otherwise improve clam spat settlement, recruitment, and survival?

QAPPs: All NHEP-funded projects involving monitoring or data collection require an approved Quality Assurance Project Plan (QAPP) prior to initiation of any fieldwork or data collection activities. For the purposes of this RFP, it is assumed that all proposed projects would require a QAPP, and as such, all proposals should include the QAPP development and approval process in the proposal scope of work, timeline, and budget.

Project Schedule: Proposals should include a schedule for completion of all project tasks. Projects must be completed by December 31, 2005.

Reporting: Interim project reports will be required quarterly and must be submitted using the NHEP report template. A final report for the project shall describe all actions associated with the funded activity. Final report guidelines will be provided by the NHEP.

## PROPOSAL REQUIREMENTS

### A. DESCRIPTION OF PROPOSAL

In order to be considered, an original hardcopy of the proposal plus an electronic copy are required from the applicant. The proposal must include the following elements:

1. Transmittal Letter – signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant’s understanding of the work to be done, a commitment to perform the work within the time period, and a disclosure statement addressing the applicant’s relationship(s), if any, with the State of New Hampshire.
2. Title Page – showing the proposal’s topic, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.
3. Description of Project and Services to be Rendered – Describe the proposed approach and process that will be used to accomplish the scope of work to be performed. It should clearly define the following:
  - a) Project objective
  - b) Research question(s) to be addressed by the project.
  - c) Expected project results in terms of enhancement or restoration of shellfish resources or shellfish resource management in NH’s estuaries.
  - d) List of specific work tasks, including details of all field, laboratory, and statistical methods and a clear indication of the specific location(s) of the proposed work.
  - e) Details of the experimental design, including specific hypotheses to be tested and the statistical tests that will be used and a demonstration that the proposed design has sufficient statistical power to meet the data quality objectives of the project.
  - f) Work products or deliverables generated for work tasks, as applicable.
  - g) A schedule or timeline for all work tasks.
4. Description/Qualifications of Applicant – Describe the organization, including its mission and experience with similar shellfish resource projects. Proposal must identify the individual(s) that would work on this project, including any subcontractors.
5. References – Provide a list of prior relevant experience, including descriptions of services performed for past clients, and an address/telephone number for each past client.
6. NHF&G Review for Scientific Permit – Applicants are required to provide an affirmative statement that they have discussed scientific permit requirements relative to their project with staff from the NH Fish & Game Department, Marine Fisheries Division (NHF&G), and that the proposed work will be permissible by NHF&G.

## B. PROPOSAL BUDGET

Applicants must submit a total project budget, which includes (1) requested NHEP funds, (2) matching funds or in-kind services provided by applicant, and (3) any other funding contributing to the project, such as other federal funds. Matching funds must be non-federal sources of funding and must equal or exceed the amount requested from the NHEP. The budget should be tied to specific work tasks (i.e., a cost for completing each work task should be assigned). Costs should be broken into categories including personnel, travel, equipment/supplies,

contractual, and any other relevant categories. Personnel costs should include hours and hourly rates.

The State of New Hampshire will not be responsible for expenses incurred in preparing this proposal and such costs should not be included.

Typical payment terms are equalized quarterly payments from the NHEP. Match documentation and interim reports must accompany quarterly payment requests. If the typical terms are not acceptable, the applicant should provide their requested payment schedule and a justification.

## EVALUATION OF PROPOSALS

A review team selected by the NHEP Director will evaluate all proposals. The review team will be composed of NHEP personnel, representatives from the NHEP Shellfish Team, and out-of-state experts from the Atlantic region with knowledge and expertise in soft-shell clam biology, oyster biology, and principles of statistics and experimental design. A representative from NHF&G will be included in the review panel provided NHF&G does not submit a proposal. The proposal will be reviewed in two steps.

1. Initial screening of proposals will determine if each proposal contains all the elements listed in the Proposal Requirement section of this RFP. This review will be completed by the NHEP Coastal Scientist. Incomplete proposals will be returned to the applicant for revisions if time permits.
2. Complete applications will be reviewed by the full review team. The review will focus on the proposed services and work tasks, the qualifications of the personnel to be assigned to the project, and the cost of the proposal. The proposals will be scored according to the following criteria:
  - Does the proposed project clearly address one or more of the research topics for the Request for Proposals? (20%)
  - Is the proposed project likely to have a significant impact on shellfish resources or shellfish resource management in New Hampshire's estuaries and is the cost of the project reasonable for the expected benefits? (20%)
  - Are the proposed field and laboratory methods appropriate and does the proposal portray a clear understanding of the "state of the art" in shellfish resource enhancement and restoration? (15%)
  - Does the project have clear and testable hypotheses, appropriate selection of statistical methods, and adequate experimental design? (15%)
  - Is the principal investigator qualified to successfully conduct the proposed research? (15%)
  - Does the proposal portray a clear understanding of the geography and shellfish resources in NH's estuaries (Great Bay and/or Hampton/Seabrook Harbor)? (5%)

- Does the proposed project include strategies for technology transfer/information dissemination to the NH coastal and estuarine management community? (5%)
- Does the proposed project involve or engage the harvesting community in the research? (5%)

## SCHEDULE

08/27/03: Release Request for Proposals  
10/15/03: Proposals Due  
10/22/03: Revisions to proposals due (if needed)  
12/03/03: Proposal selected for funding  
02/18/04: Project on Governor and Council Agenda for approval  
03/01/04: Project Begins  
12/31/05: Project Completed

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**Proposals must be received by NHEP no later than 4:00 PM on October 15, 2003.**

Direct any questions regarding this Request for Proposals to Phil Trowbridge, NHEP Coastal Scientist, at (603) 271-8872 or [ptrowbridge@des.state.nh.us](mailto:ptrowbridge@des.state.nh.us).